

USAF Public Health Career Field News

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Enlisted Duty Titles

Our AFMS policy on enlisted duty titles follows:

"- It is important to understand the impact that a solid and accurate job description has on enlisted promotions. AF/DP stresses that consistency within a discipline, i.e., Medical, Maintenance, Security Police etc., is vital within that community.

- Enlisted duty titles are based on rank, primary and duty AFSC, and required grade and Duty AFSC on the unit manning document, (UMD).

- Apply the following guidelines to standardize medical enlisted duty titles:

- **NCOIC, shift leader**, or other appropriate work center related duty title: Technicians who have been awarded a 5- or 7-skill level and are assigned to a 5- or 7-level UMD position.

- **Superintendent**: Personnel who have been awarded the 9-skill level and are assigned to a 7- or 9-level UMD position. **EXAMPLE**: If the manpower document calls for a MSgt and is FILLED by a SMSgt, superintendent would be appropriate. If the manpower document calls for a SMSgt and is FILLED by a 9-level MSgt, superintendent would be appropriate.

- A 7-level TSgt CANNOT be called a Superintendent/Manager



- The rule of thumb is: Duty Titles will be based on the REQUIRED DUTY AFSC as identified on the UMD for that position.

EXCEPTIONS:

- If a Duty AFSC is lower than the primary AFSC and/or the SKILL LEVEL and/or RANK you possess
- A SMSgt/4X090 filling a MSgt/4X070 position may use the title Superintendent
- If the manpower document calls for a SMSgt and is FILLED by a 7-level MSgt, superintendent would be appropriate

Manager: Chief Master Sergeants with a CEM Code of 4X000 and are assigned to the appropriate UMD position.

Group and Squadron Superintendent: When an individual is selected by the commander, and is assigned as the senior enlisted NCO for a squadron or group, this title is appropriate."

Comments:

Within Public Health, a surprisingly wide array of duty titles are being used. For example, we have 5 enlisted people using "Chief, Public Health", 4 "Bioenvironmental" techs, 2 "Bio Med" techs, 2 "environmental health apprentice", 3 "medical" techs or specialists, 26 "Military Public Health" or "MPH" types, one "Public Health person", one "Flight Sergeant", 1 "Senior Enlisted Advisor, PH Flight", 1 simply "SUPT", and a few of interesting spellings.

Accuracy and uniformity in duty titles is a good thing. Exactly what those titles are is less important than the need for us to work from the same blueprint.

I ask NCO leaders everywhere to request a product from your Personnel and Admin folks and scrub the titles in use at your MTF. Let's update MPH to PH, specialist to apprentice, and use the NCOIC and superintendent titles as described above.

I know you all have bigger fish to fry. But please help me get this issue wrapped up. If everyone participates, we'll have an equitable and understandable system that aligns and compliments the duty titles used across the USAF Medical Service.

Thanks for your help on this.

